

ASSISTANT CITY AUDITOR

DISTINGUISHING FEATURES

The fundamental reason the Assistant City Auditor exists is to conduct comprehensive financial, compliance, and operational audits of City departments, program units, and private business having contracts with the City for the Auditor's Department. This position supervises lower level professional staff. Work is performed under general supervision by the City Auditor.

ESSENTIAL FUNCTIONS

Evaluates compliance, efficiency, effectiveness, and financial accuracy. Formulates findings and recommendations and communicates these at the appropriate level.

Prepares formal and informal written and oral products to communicate work results that meet professional and office standards for clarity, completeness, compellingness, and accuracy. Ensures that work papers and reports meet all required professional standards.

Directs, counsels, and instructs assigned audit staff in professional standards and techniques. Reviews and prepares point sheets to document staff work paper reviews. Follows up to ensure that staff understand methodology and can function independent of direct and constant supervision.

Identifies areas of inquiry, prepares written audit programs, budgets time to accomplish the program, conducts required fieldwork, and continually communicates with auditee.

Supports the performance of other audit staff, contributes effectively to meeting the performance goals and objectives of the Office.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Accepted principles and practices of governmental accounting and auditing.

A variety of research techniques including interviews, sampling, literature reviews, and quantitative and qualitative analysis.

Ability to:

Operates a PC and a variety of office equipment necessary to prepare letters, reports, memos, statistical charts, and other material requiring continuous and repetitive arm, hand and eye movement.

Develops and maintains a professional, productive, and mutually respectful working relationship with other audit staff, the Mayor and City Council, City management and staff, contractors, outside agencies, and citizens.

Listens and communicates effectively with all those encountered in the course of completing assignments.

Understand statutes, policies, and procedures regulating audited departments or programs.

Collect and critically analyze data, and delineate improvement possibilities under time constraints. Produce written documents with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Handle controversial or confidential situations with sensitivity and tact.

Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five years experience in government performance auditing or a closely related field such as program evaluation or management consulting, a bachelor's degree in a field emphasizing analytical skills, research, and organization of data in written form such as accounting or public administration, and a professional certification as a Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, or equivalent certification.